



Illinois Department of Transportation

Bureau of Design & Environment
2300 South Dirksen Parkway / Room 323
Springfield, Illinois 62764

Request for Authorization to Bid/or Not For Bid Status

Contractor Number _____

TYPE OR USE BLACK INK

The undersigned has downloaded the Proposals and/or Plans from the Internet for the following letting _____ , _____

Check No. _____ for \$ _____ , payable to "State Treasurer of Illinois", is enclosed as payment.

Part A: I hereby request ☐ Electronic Proposals & Plans on CD-ROM.

SPECIAL NOTICE ELECTRONIC PLANS AND PROPOSALS

Plans and/or Proposals may be downloaded from the Department's web site at no cost. <http://www.dot.il.gov> CD-ROM's containing Plans and Proposals may also be purchased from IDOT at a cost of \$35.00 per letting set.

Firms wishing to bid directly to the Department **MUST** request Authorization to Bid. Prospective bidders must also submit an Affidavit of Availability.

Firms downloading Plans and/or Proposals that do not wish to bid directly to the Department will not be placed on the Not For Bid list unless they request to be added to the list. Such requests shall be made by submitting a Request for Authorization to Bid/or Not For Bid Status form. (BDE 124INT)

Beginning with the June 2004 Letting the Department will offer electronic Plans and Proposals **ONLY**.

Part B: I plan to bid as a prime contractor and hereby request Authorization to Bid the following items:

Upon receipt of the required **original** Affidavit of Availability, IDOT will review the request and issue an "**Authorization to Bid**" only on the items listed in Part B.

Requestor Remarks:

Part C: Please list our Company on the Not For Bid List for the following items:

TO EXPEDITE THIS REQUEST, FOLLOW INSTRUCTIONS ON PAGE TWO.

E-Mail: _____

Requestor Phone No.: _____ Requestor Fax No.: _____

Company: _____

Street Address:(**) _____

For United Parcel Delivery

City

State

Zip Code

Post Office Box No.:(**) _____

Box No.

For First Class Delivery

City

State

Zip Code

By: _____

Requested By

Dept. Of Human Rights No.(*)

(*) To be obtained from Department of Human Rights, Compliance Division
Public Contracts Unit, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601

(**) Complete street address and post office box are required.

On joint venture request use address of joint venture.

Copies to:

☐ Construction

☐ Department

☐ Customer

BDE 124INT (Rev. 3/2004)

Requests for Authorization to Bid must be accompanied by an original Form BC-57, Affidavit of Availability.

Authorization to Bid will not be issued after the time and date specified in paragraph 1 (a) and 1 (b) of the Transportation Bulletin.

How to Expedite this Request

1. Using **Black Ink** complete the request form listing all item numbers for PLANS requested in numerical order.
 2. **E-mail** the completed request form to D&Econtracts@dot.il.gov or Fax to 217-785-1141
 3. **Do Not** make any changes on the request form after it has been faxed. Additional items will require a supplemental request.
 4. Mail hard copy of the request form to IDOT. The mailed request should include a check to pay for the requested items. If requesting **Authorization to Bid**, the requestor should also include the required **Affidavit of Availability with an original signature**.
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ABOUT IDOT PROPOSALS: All proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a Proposal Signature Sheet and a Proposal Bid Bond required for Prime Contractors to submit a bid after written **Authorization to Bid** has been issued by IDOT's Central Bureau of Construction.

ADDENDA: Those contractors downloading Proposals from the internet are responsible for checking the Department's web site (<http://www.dot.il.gov>) for any ADDENDA that may effect the downloaded Proposal. An Addenda tracking sheet is on the Departments web site and may be e-mailed, upon subscribing to Departments' subscription service. Once an Addendum is confirmed, the internet Proposal will contain the updated material and may be downloaded, addendum included. It is the contractors responsibility to download the updated Proposal to received the updated information.

HOW TO OBTAIN ELECTRONIC PLANS & PROPOSALS?: Download from IDOT's website <http://www.dot.il.gov> and/or order entire letting set on CD-ROM for \$35. The CD-ROM contains all plans & proposals pertaining to the specific letting.

WHO CAN BID?: Bids will be accepted from only those companies that request and receive written **Authorization to Bid** from IDOT's Central Bureau of Construction.

WHAT CONSTITUTES WRITTEN AUTHORIZATION TO BID?: When a prospective prime bidder submits a "Request for Plans" he/she must indicate at that time which items are being requested For Bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form**, approved by the Central Bureau of Construction, that indicates which items have been approved For Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

ABOUT AUTHORIZATION TO BID: Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at the number listed at the end of these instructions.

WHAT MUST BE INCLUDED WHEN BIDS ARE SUBMITTED?: Bidders need not return the entire proposal when bids are submitted. That portion of the proposal that must be returned includes the following:

1. All documents from the Proposal Cover Sheet through the Proposal Bid Bond
2. Other special documentation and/or information that may be required by the contract special provisions

All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed by IDOT personnel.

ABOUT SUBMITTING BIDS: It is recommended that bidders deliver bids in person to insure they arrive at the proper location prior to the time specified for the receipt of bids. Any bid received at the place of letting after the time specified will not be accepted.

WHO SHOULD BE CALLED IF ASSISTANCE IS NEEDED?

Questions Regarding

Prequalification and/or Authorization to Bid
Preparation and submittal of bids
Electronic plans/proposals

Call

217/782-3413
217/782-7806
217/785-5875